



Pilgrim Heights Camp and Retreat Center

Contract & Reservation Form

Today's Date: ____/____/____

Name of Group/Organization: _____

Name of Contact Person: _____

Billing/Mailing Address: _____

City _____ State _____ Zip _____

Work Ph (____) _____ Home Ph (____) _____ Cell Ph (____) _____

Email: _____ Fax # (____) _____

Deposit Included? Yes / No Amount of Deposit: _____ Check No.: _____

Arrival Date / Time: ____/____/____am/pm Departure Date / Time: ____/____/____am/pm

of Day-Use Visitors: _____ # of Overnight Guests: _____

Meal Request – include date(s) & number of people:

Breakfast: _____

Lunch: _____

Dinner: _____

Would you want the option of serving alcohol? Call for more details. Yes / No

Accommodations/ meeting spaces must be handicap accessible? Yes / No

Meeting Space Requested: _____

Overnight Accommodations Requested: _____

Event Support / Facilities Request – circle:

<i>T.V.</i>	<i>VCR/DVD</i>	<i>Dry erase board</i>	<i>Overhead Projector</i>	<i>Screen</i>	<i>Easel</i>
<i>Fire Ring(s)</i>	<i>Hiking Trails</i>	<i>Volleyball</i>	<i>Frisbee Golf</i>		

www.PilgrimHeights.org
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Policies & Terms of Contract

Policies:

The contact person (of the signed contract) is required to check in at Cedar Lodge, prior to event set up or check-in at any PHRC lodge or cabin.

PHRC reserves the right to refuse service to any one, for any reason.

Alcohol is not permitted on the property and visitors/guests are only permitted to extinguish tobacco products in the appropriate receptacles.

Minors under the age of 18 **must** be accompanied by an adult at all times, throughout the grounds.

Visitors/guests may swim in the lake with a reservation, and **only** when a lifeguard is on duty.

All visitors/guests who use water crafts (of any kind) are required to wear personal flotation devices.

All fishing on Sportsman's Lake is catch-and-release.

Contract Terms:

PHRC requires a *signed* copy of this Contract & Reservation Form along with a deposit of 20% of the total estimated cost of the reservation, in order to confirm a reservation.

Reservations require a confirmation of visitors/guests two (2) weeks prior to the event date(s). In some cases, minimum number of visitors/guests may apply.

Cancellation of a reservation less than two (2) weeks prior to the date of event(s) will result in the loss of the total amount of the deposit.

Acceptance of Policies & Terms of Contract

By signing this form, I acknowledge that I have read this document, and that I understand and agree to the terms and policies set forth within this contract. As a representative of my group, I accept responsibility for liability, for accident or injury, to any and all members of my group; and will see to it that these policies are adhered to by the members of my group.

I consent and authorize Pilgrim Heights to use photographic images of myself and the other members of my group, for official Camp and Retreat Center use, without compensation.

Signed: _____ Date: ____/____/____

Please make a copy of this document for your records.

Confirmation of your reservation will be sent to you, by mail, upon receipt of this document & a deposit.